



Quality Design Team Meeting Agenda

Name of Design Team:	Quality
Date and Time of Meeting: August 12, 2011 10:00am – 4:00pm	Meeting Location: OD Heck Schenectady

Meeting Purpose/Goals and/or Objectives:

- Solidify the concepts that the group has articulated and formulate clear recommendations.
- Further review the matrix to ensure that it is agreed to and fully comprehensive.

Discussion Topics	<u>Time</u>	<u>Facilitator</u>
Review Minutes & Action Items and Updates	10:00am	Stan Butkus/Kate Bishop/Jan Abelseth
Review and discuss Quality Matrix	10:30am	Stan Butkus/Kate Bishop/Jan Abelseth
Presentation/discussion of preliminary recommendations for steering committee	11:30am	Stan Butkus
Lunch	12:30pm	
Identify the current initiatives underway by DQM and how those interface with the DT's recommendations	1:30pm	Stan Butkus/Kate Bishop/Deb Burkhardt
Identify additional areas that need answers in the charter	2:30pm	Stan Butkus
Next Steps	3:30pm	Stan Butkus/Kate Bishop/Jan Abelseth
Additional Information		
Draft Quality Matrix		

